



**Job Posting:** Coordinator, West Region  
**Type:** Hourly – 12 Month Term Position  
**Wage:** \$22/hour (40 hours/week)  
**Deadline:** **Monday, April 21, 2025, or until the position is filled**  
**Location:** Brandon University and Assiniboine College in Brandon, MB  
**Reports To:** Manager, West Region  
**Position Start:** Monday, May 5, 2025

### **Executive Summary**

Career Trek is looking for a committed and energetic individual who is passionate about empowering children and youth to achieve their full educational, career and life potential to work as its Coordinator, Reporting to the Manager, West Region, the primary role of the Coordinator is to provide leadership and support in the day-to-day development and delivery of the Career Trek's programs, summer day camps, and Career Trek events.

The Coordinator is responsible for ensuring high-quality delivery of hands-on, experiential lessons, spanning a number of sectors including trades, technology, natural resources, STEAM, and healthcare, and will work to incorporate land-based education and an Indigenous perspective. The Coordinator practices and role models Career Trek's core values of Equity, Inclusion & Belonging; Respect; Balance & Wellness; Truth & Reconciliation; and Caring in all aspects of their work. In addition to this, the successful candidate will support participants by:

1. Ensuring high-quality, high-impact program delivery that provides participants with engaging and immersive career exploration lessons and skill development opportunities
2. Establishing relationships with participants and their families, schools, community members, businesses, and other organizations that align with Career Trek's Mission and Vision

### **Key Responsibilities and Accountabilities**

- Provide leadership to the program delivery staff to further Career Trek's culture, mission, vision, and core values
- Work with and support colleagues in Programs Leadership Team to ensure consistent, high-quality, high-impact, programs
- Establish and nurture a working environment that creates employee engagement and empowers Career Trek employees and volunteers to thrive in an environment of change

### **Programming**

- Coordinate the day-to-day logistics and delivery of the programs in the West Region portfolio
- Provides on-site supervision at program delivery sites
- Facilitate career exploration lessons and supervise participants' activities
  - Ensure that a supportive and safe environment exists for all participants, volunteers, and staff
  - Assist in lesson preparation
  - Review and prepare for each lesson and activity.
- Communicate effectively and professionally with staff, families, partnering schools, post-secondary partners, and the public



- Ensure program activities operate within the policies and procedures of Career Trek
- Establish and strengthen relationships with departments at each partnering post-secondary institution, community groups, organizations, schools, and families
- Participate in the implementation and evaluation of all programming activities in the West Region portfolio
- Provide feedback to Career Trek's Curriculum Development Team to ensure programming is current, relevant, and engaging for participants
- Participate in the review of Career Trek programs, practices, and policies through an anti-racism and reconciliation lens
- As part of a team, develop and facilitate presentations to students, families, and school personnel
- Participate in the planning and implementation of special events, such as Family Days, graduations/celebrations, and various service contracts

#### **Human Resources**

- Participate in the recruitment, hiring, training, and mentorship of programming staff and volunteers
- Be informed about, and adhere to, human resources policies, procedures, and practices of the organization
- Ensure that program staff personnel files are properly maintained and kept confidential
- Ensure program delivery staff meet performance standards by providing support, direction, and feedback
- Create a work culture that empowers staff to think creatively, bring new ideas forward, and thrive in an environment of change and expansion

#### **Financial and Administrative Management**

- Assist the Manager in drafting, managing, and monitoring West Region program budgets according to established accounting policies and procedures
- Record program information, data, and progress on objectives, including narrative comments, on a consistent basis, to support the development of reports, proposals, marketing, and communications
- Ensure that participant and alumni files are properly maintained and kept confidential
- Ensure required invoices and expense reconciliations are generated and submitted for review and payment according to established accounting policies and procedures and in a timely manner

#### **Revenue Development**

- Monitor, track, and report on the achievement of objectives and key metrics for each of the West Region programs
- Provide program-specific narrative and visual content for use in reports, proposals, and communications
- Maintain positive relationships with current and potential funders in the region



### **Skill Requirements**

- Highly organized and detail-oriented
- Flexible, professional, and effective oral, written, and interpersonal communication skills
- Ability to provide clear, consistent, effective direction and feedback to West Region program staff and volunteers
- Strong computer skills, including proficiency with Microsoft Office, and video conferencing software such as Microsoft Teams and Zoom
- Problem-solving, guided by a creative, innovative solutions-oriented mindset
- Ability to adapt to changing priorities
- Ability to manage high-pressure situations and multiple, simultaneous priorities
- Ability to work independently, and as part of a team

### **Expectations**

- Maintain a valid driver's license and have access to a reliable vehicle
- Must have (or willing to obtain) a valid CPR and First Aid (Level C) Certificate
- Cleared Criminal Background Check and Child Abuse Registry Check

### **Assets:**

- 1+ years of supervisory experience
- Experience in program or project planning and implementation
- Post-secondary education degree/diploma - preferably in the field of education, career, or community development. A combination of education and work experience will be considered
- Experience working with children and youth
- Knowledge of barriers that marginalized and underserved youth may face
- Experience managing and monitoring budgets
- Experience working with Indigenous communities and organizations
- Knowledge of Indigenous worldviews, teachings, language, or land-based education, with a commitment to ongoing learning in the space of truth and reconciliation
- An understanding of Canada's history and relationship with Indigenous Nations with a commitment to ongoing learning in the space of truth and reconciliation
- Graduate of Career Trek

### **Working Conditions:**

- Hybrid work
- Must be available to work in-person on Saturdays during programming days between October-May
- Some evening and weekend work will be required
- Some travel will be required.
- Training, ongoing support, and professional development will be provided

**How to Apply:**

Send your Cover Letter with your resume to: [careers@careertrek.ca](mailto:careers@careertrek.ca).

- ✓ Please include '**Coordinator – West Region**' in the subject line. Career Trek thanks everyone who applies. Those selected for an interview will be contacted.

The deadline for applications is **Monday, April 21, 2025**. Applications will continue to be accepted until the position is filled.

Career Trek is committed to employment equity practices that achieve a workforce reflective of the community at large and the participants it supports through its programming. We encourage applicants to self-identify as Indigenous, Two-Spirit, Black, A Member of a Racialized Community, A Person with a Disability, LGBTQQIATS+.

For more information about Career Trek please visit: <https://careertrek.ca/>